



# FREQUENTLY ASKED QUESTIONS

Here are answers to some questions that volunteers commonly ask. The Junior Achievement Training Guide contains an FAQ sheet that is also a useful tool. (Consult your printed version or visit [www.jasandiego.org](http://www.jasandiego.org).)

Flexibility is a key factor of CityStuff's success. Each volunteer-teacher-classroom situation is unique. Using the provided materials and guidelines, volunteers are encouraged to use their creativity in conducting the activities. Good luck and have fun! Remember, if you're having a good time, the students will, too.

## WHAT SHOULD I DO BEFORE MY FIRST CLASS?

We suggest you take the following steps:

### Contact your teacher ...

Call your teacher to determine a schedule that works well for each of your hourly CityStuff sessions. (Typically, you will conduct one session per week, usually on the same day and time. You and your teacher may instead choose a different schedule – for example, twice a week for three weeks – that works best for both of you.)

Set up a 15-20 minute introductory period prior to your first lesson so you can observe the class and meet the teacher and students. This period offers an opportunity to briefly introduce the CityStuff program, display the CityStuff banner, show photos of the City Council and City Manager, and whet the students' appetites for the exciting activities to come.

Notify your teacher that the last class involves a field trip. Strongly encourage your teacher to bring the students to the Council Chambers and to invite parents to attend the mock meeting. Stress that Council Chambers reservations (your responsibility) and transportation arrangements (the teacher's responsibility) should be made as soon as possible.

### Review your materials ...

Take a good look at all Junior Achievement and City of Carlsbad materials.

Set aside any superfluous J.A. materials you may have, including: the J.A. banner, graduation certificates and Lesson 5: Banking. You will go directly from J.A. Lessons 1-4 to CityStuff Lessons 5 and 6.

Read the guides. Familiarize yourself with the general outline of classes. Plan to lay out and study each activity in detail a day or two before presenting it in class.

Study the City of Carlsbad Addendum. The Addendum describes how to infuse the first four J.A. lessons with City information.

Make sure you have the required amount of every item. If not, see below.

## WHAT SHOULD I DO IF I AM MISSING MATERIALS?

If you are missing just one or two pieces of a printable item and you have access to a computer and printer, click on "Materials" on the CityStuff website (visit [www.carlsbadca.gov](http://www.carlsbadca.gov) and type in CityStuff) and scroll to the item.

If you are missing books, pencils or cannot access the PDF(s) on the website, contact the appropriate person:

J.A. Materials: Denise Harte, 619-682-5515, x 116 or [dharte@jasandiego.org](mailto:dharte@jasandiego.org).

City Materials: Marilyn Campbell, 760-439-3716 or [wrte4fn@cox.net](mailto:wrte4fn@cox.net).

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### **DO I NEED A TB TEST? WHERE DO I GET IT?**

Yes. Every school requires that people who serve in the classroom have a current TB test. You should present the test results certificate to the school office before your first visit to the classroom. Keep a copy of the certificate for your files.

City employees are eligible for free TB tests at a designated facility. Contact Human Resources.

Non-City employees should contact their health provider.

Anyone can visit North County Health Services in downtown Carlsbad. Call 760-720-7766 for location, directions, hours and cost.

### **WHEN SHOULD I GIVE OUT THE BOOKS?**

Familiarize yourself with the contents of each of the three CityStuff books. Then, use them in the following ways and/or be inventive – use them as a basis for games, contests and other fun learning activities.

#### **Fast Facts 101**

We suggest that you give out the Fast Facts 101 books either at your preliminary meeting with the class or at your first session. You might ...

- Invite students to take the book home to share with their families.
- Keep the books at school and use them as time allows during your CityStuff sessions.
- Work with the teacher in having the books available between sessions as an adjunct to the curriculum.

#### **Carlsbad Short Tales**

See the Addendum for suggested assignments to go with each of the six lessons. Improvise if you wish! If there is time, allow the students to share the stories they write. After the curriculum ends, encourage students to take the book home.

#### **Carlsbad Becomes a City**

This booklet is part of Lesson 5. After the lesson, encourage the students to take the book home.

### **SHOULD I DISPLAY THE BANNER AND CITY COUNCIL/MANAGER PHOTOS AT EVERY SESSION?**

Yes. Visuals are a great way to reinforce learning. (Your teacher may be willing to display these materials – and other CityStuff items – for the duration of the sessions.) When your students visit City Hall/Council Chambers, they may very well meet one or more of the people whose pictures are displayed.

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### HOW DO I ARRANGE FOR A GUEST APPEARANCE IN MY CLASSROOM?

Guest appearances can make CityStuff lessons come to life, especially when the guest's profession relates to the activity – such a reporter appearing at the newspaper class or a restaurant manager appearing at the restaurant class. City of Carlsbad staff (for example, the Fire Marshal, a Police K-9 team, a Children's Librarian) may be available. People from children-oriented organizations (such as Legoland) can also appear.

Start with your own contacts. Ask the manager of a restaurant or grocery store in the vicinity of your school to appear. Often, these people can bring menus or store flyers, etc.

If you would like help arranging a visit by a City employee, contact Marilyn Campbell at 760-439-3716 or [wrote4fn@cox.net](mailto:wrote4fn@cox.net).

If you would like help arranging for a visit by a reporter, Legoland representative or someone else from the business community, contact JoAnna Whitton at 760-438-7700 or [jrwhitton@adelphia.net](mailto:jrwhitton@adelphia.net).

Hint: The best time for a visitor to appear is during the latter half of the session. Make sure you clear the appearance beforehand with the teacher and that day with the school office.

### HOW DO I RESERVE THE COUNCIL CHAMBERS FOR MY MOCK MEETING?

Please refer to the Mock Council information sheet in your packet for full details. All volunteers – both City employees and non-City volunteers – MUST follow a prescribed process. City employees can check GroupWise for availability, but SHOULD NOT reserve the Chambers on their own. Everyone MUST make an appointment in the following way:

Talk with your teacher to ascertain a preferred day and time as well as two options. We allow one hour for each class to complete the mock meeting and graduation activities.

Email Marilyn Campbell at [wrote4fn@cox.net](mailto:wrote4fn@cox.net) (call 760-439-3716 if you do not have email) with your preferred day/time and two options.

Marilyn and Pam Pretz at City Hall will make an appointment and inform you of the date.

Before making your reservation, please make sure in advance that the selected day and time will work. With 55+ classes, last-minute changes can wreak havoc.

If you must make a change or cancel, let Marilyn Campbell know ASAP.

### ARE CERTAIN COUNCIL CHAMBERS DAYS AND TIMES BETTER THAN OTHERS?

Currently, the following times are filled by standing meetings in Council Chambers. These times are therefore not available for mock council meetings:

Second Tuesday of the month: 8 am-3 pm. NOT AVAILABLE.

Fourth Tuesday of the month: 8 am-11 am. NOT AVAILABLE.

First Thursday of the month: 8 am-10 am. NOT AVAILABLE.

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## FREQUENTLY ASKED QUESTIONS

### **WILL A COUNCIL MEMBER APPEAR AT MY MOCK MEETING?**

The five City Council members are fully in support of CityStuff and relish the opportunity to appear at mock meetings; speaking to the students, graciously answering questions and handing out graduation certificates. Since they have many responsibilities, it is unrealistic to expect each of them to attend nearly one dozen meetings.

If a Council member will attend your mock meeting, we will let you know. Please do not assure your students that a Council member will be at your class. Sometimes, emergency meetings occur and a Council member will have to decline at the last minute.

**NEVER CONTACT A COUNCIL MEMBER DIRECTLY.** Marilyn Campbell works with Council Executive Assistant Marilyn Strong to make all arrangements.

If a Council member cannot attend your mock meeting, we will strive to arrange a visit by another City official; often a person whose position is represented in the script.

City employees can invite a colleague or supervisor to appear.

For more information and assistance, contact Marilyn Campbell at 760-439-3716 or [wrt4fn@cox.net](mailto:wrt4fn@cox.net).

### **WHAT ELSE SHOULD I KNOW BEFORE I CONDUCT A MOCK MEETING?**

A Council Chambers orientation is now included in the CityStuff training.

If you are unable to take part or need further orientation on the basics – obtaining the key, turning on and off the lights and microphones, locating who sits where, maintaining proper classroom decorum, etc. – contact JoAnna Whitton at 760-438-7700 or [jrwhitton@adelphia.net](mailto:jrwhitton@adelphia.net).

Before escorting your students into Council Chambers, make sure their hands are clean. Do not bring food or beverages into Council Chambers.

### **HOW ABOUT PICNICS AND CITY HALL TOURS?**

We encourage you to celebrate the final day with a picnic, before or after your mock meeting. Feel free to use the area with picnic tables outside the Council Chambers, making sure you clean up afterwards. Some volunteers take their classes to Holiday Park, just a couple blocks away. You are also invited to take the students on a tour of City Hall. Please make sure they understand that people are working in their offices and that they must use their inside voices.

### **WHAT SHOULD I DO IF I CANNOT MAKE IT TO MY CLASS ONE DAY?**

Call your teacher right away to apprise him/her and to reschedule.

If an emergency forces you to withdraw from the program, let us know as soon as you can so we can find a replacement. Return your kits to Marilyn Campbell in care of City Hall right away.

Please remember that each of you serves as a CityStuff ambassador. The ongoing success of the program is dependent upon the fulfillment of each volunteer's commitment to his/her classroom.